



TOWN OF WESTPORT

PLANNING & ZONING DEPT.

110 Myrtle Ave. Town Hall - Room 203
Westport, CT 06880 Tel: 203-341-1030 Fax: 203-454-6145
www.westportct.gov

ZONING PERMIT DATA FORM

OFFICE USE

Master ID# \_\_\_\_\_

Parcel ID #: \_\_\_\_\_

Zoning District: \_\_\_\_\_

1. Property Address: \_\_\_\_\_
(As listed on Assessor's Card)

2. Owner's Name: \_\_\_\_\_ / \_\_\_\_\_ Daytime Tel: \_\_\_\_\_
(Person's Name) / (Company Name)

3. Owner's Address: \_\_\_\_\_ "E-mail Required" \_\_\_\_\_

4. Applicant: \_\_\_\_\_ / \_\_\_\_\_ Daytime Tel: \_\_\_\_\_
(Person's Name) / (Company Name)

5. Applicant's Address: \_\_\_\_\_ "E-mail Required" \_\_\_\_\_

6. Existing Uses of Property: \_\_\_\_\_
( Example: 2-Story Single Family House with Pool )

NOTE: If project is a NEW HOUSE: SUBMIT with this Application a "New House Construction Cost Estimate Form" Completed & Notarized.

7a. Check type of proposed project below: 7b. Check one, property is on: [ ] Sewer or [ ] Septic

RESIDENTIAL PROJECTS:

- [ ] New House
[ ] Addition
[ ] Accessory Structure
[ ] Apartment - Accessory
[ ] Apartment - Pre-1959
[ ] Interior Renovations
[ ] Swimming Pool
[ ] Temp. Zoning Permit
[ ] Tennis Court
[ ] Other \_\_\_\_\_

COMMERCIAL PROJECTS:

- [ ] Building - New
[ ] Building - Addition
[ ] Change of Use
[ ] Interior Renovations
[ ] Restaurant Patio Permit
[ ] Retail to Retail
[ ] Signage
[ ] Excavation & Fill
[ ] Site Changes
[ ] Other \_\_\_\_\_

8a. Will any part of any structure be demolished? No [ ] Yes [ ] 8b. Did you obtain any ZBA Variances? No [ ] Yes [ ]

9. Estimated total cost of your proposed project: \$ \_\_\_\_\_

10. Describe your project below and provide exact dimensions: (List width x length x height, if applicable):

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

I hereby certify that the above information is correct and that I have submitted herewith all of pertinent documentation required by the regulations and in accordance with the P&Z bylaws.

Applicant's Signature (If different than Owner)

Owner's Signature (Must be signed or letter of authorization provided)

If the applicant is unable to obtain the signature of the property owner, a letter of authorization signed by the property owner may be submitted instead, as per §43-3.3



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Zoning Permit Requirements

For Questions: Zoning Officials are available Monday - Friday from 9:00am to 11:30am to review projects.

To Obtain a Zoning Permit: Maximum Sizes for all Plans & Surveys are NOT to exceed 24"x 36"

- 1. Health Dept. Approval: MUST be submitted with Zoning Permit Application IF your project is one of the four following project types: a). If the lot is on septic or b). If the lot is on Sewer and project is a Pool/Spa or c). If Home Occupation that requires an increase in water use or d). If a business is food, skin or hair related.

We can NO LONGER ACCEPT drainage materials before Health Approval. Submit ALL materials together with Application.

- 2. Collect ALL materials required for your project as listed below or if not sure come in for question time daily 9:00 -11:30.

- Zoning Permit Data Form: Complete the reverse side of this sheet be sure to get owner's signature or authorization letter.
Drainage Below: Find your project size to see if needed. if YES bring items to P&Z & we will send to Eng. Dept.
Additions up to 99 square feet (sf) of new foot print or new structure\* - No Drainage review is needed.
\*Note: Replacement structures are considered "New" which, may need Drainage check with staff.
Additions & Pools: 100 - 849 sf Submit: 3 Building Plans (2 for P&Z 1 for Eng), Any drawings Max Size 24"x36", 3 Surveys or 3 Site plans prepared by CT certified Engineer.
Additions 850 sf or more & New Houses: Submit: 3 Building Plans; Max Size 24"x36" + 2 Drainage Reports 3 Surveys or 3 Site Plans prepared by a CT certified Engineer

Building Plans Max Size 24"x36" or other Construction Documents - Must be drawn to scale showing proposed project, SUBMIT: the Elevations & Proposed Floor Plans ONLY. (FOLDED, NOT ROLLED).

Survey or Site Plans Max Size 24"x36" At least one (1) survey or site plan submitted to P&Z Must be signed & sealed by Surveyor or Engineer - CT certified. Survey or site plan MUST include the following: proposed project, building envelope with setback lines, updated coverage calculations, topography including steep slopes, wetlands, existing, proposed average grade and MUST show flood information. (FOLDED NOT ROLLED).

- Conservation Dept. BEFORE submitting to P&Z. Visit room 205 to request a QUICK SHEET or Copy of CONSV. PERMIT.
Substantial Improvement Review: May be required If property is located in a Flood Zone & work is being proposed in an existing building that does NOT conform to FEMA requirements, (Fee \$50.00). Allow seven (7) working days PRIOR to Zoning Permit issuance to review Substantial Improvements process contact; P&Z's "Flood Plain Coordinator" 203-341-1077.
New House Construction Cost Estimate Form: If a New House is proposed, complete New House Construction Form, Have it notarized & submit with application. The form is available from Staff or on the forms rack outside the P&Z Office.

- 3. Drop Off Permit: along with all your project materials to P&Z: Monday - Friday from 9:00 to 3:00. Staff will review and call you when Permit is ready to be picked up. The fee is based on the estimated cost of construction.

- 4. A Building Permit may be required. Call 203-341-5025 for their requirements. 515 Post Rd E. (2nd Floor of Fire House)